

## PURPOSE

Beginning in early October 2018, parents and guardians of LA Unified students with an existing account will need to perform a one-time validation of a Personal Identification Number (PIN) code for students linked to their Parent Portal accounts. These PIN codes will be sent in the mail to parents with existing accounts or can be obtained at the office of each child's school of attendance. A separate PIN will be required for each student linked to each parent account.

This job aid will provide steps for validating PIN codes.

## BEFORE YOU GET STARTED

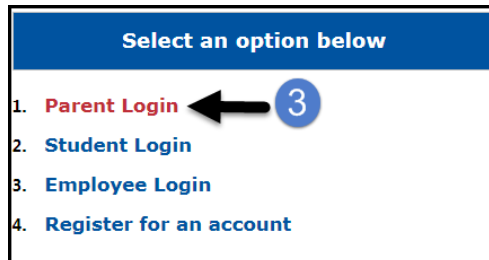
- You must have an existing account in the Parent Portal.
- You must know your student's District ID No. (This is printed on student report cards or transcripts, or you can contact the student's school.)
- You must have received a Personal Identification Number (PIN) code in the mail. If not, your student's school can provide it.

## LOG IN

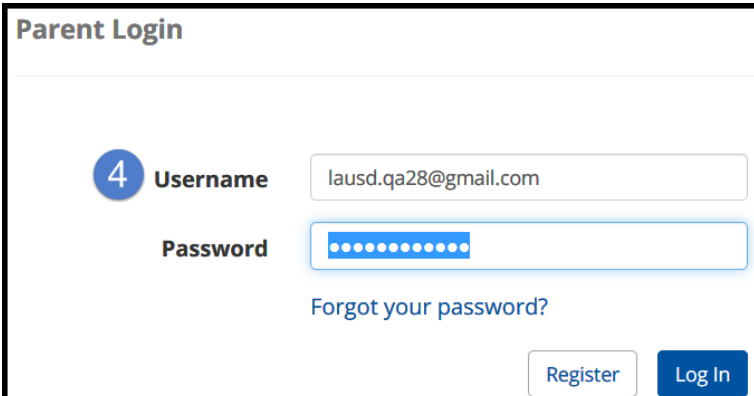
**Step 1:** Go to <https://parentportal.lausd.net>

**Step 2:** Click on "Login Register" 

**Step 3:** Click on **Parent Login**.



**Step 4:** **Username** is email address you used for account registration.



Parent Login

4 Username

Password

[Forgot your password?](#)

## PROCEDURE

### VALIDATE PIN

Students with a next to their name or in the Verified column need to have the PIN Code validated. If you click on either icon you will see the following message informing you that the student's record has been disabled for security reasons. **To close the message, click on the OK button.**

**NOTE: This one time PIN Code validation must be completed before Nov. 30, 2018.**

Student 1	123456789	Canoga Park Senior High	11	Y	Remove	Verify PIN
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Access to this student's records has been disabled for security reasons. Please verify the Personal Identification Number (PIN) for this student to continue. To obtain your PIN(s), please refer to the letter containing this information or visit the office for each child's school of attendance.

OK

**Step 5:** Click on **Verify PIN** for each student listed.

**Welcome, Parent**

**District Announcements**

Date	From	Title
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**My Students**

Click on the name of each student to view their personalized information and resources

[Add student](#)

Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified
Student 1	123456789	Canoga Park Senior High	11	Y	Remove	Verify PIN

**Step 6:** Enter the required fields: **Student's Date of Birth, PIN,** and **type code from the image or audio clip.**

**Step 7:** Click on **Verify Student.**

**Step 8:** If Parent Information and Retrieved Information is correct, click on **Finish.**

The Verified column should now have a "Y" indicating the verification.

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[Add student](#)

Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified
Student 1		Canoga Park Senior High	11	y	<a href="#">Remove</a>	Y